DGS-550-1 REV. 96/78

DEPARTMENT OF GENERAL SERVICES Records Management Division

Supersedes Schedule 1154

SCHEDULE 1394

> PAGE NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DHMH - Medical Care Compliance Administration

Div. of Utilization & Eligibility Review

	AUENCY	DIVISION
Item No.	Description	Retention
1.	This Makes Obsolete Schedule #1154 dated 1-6-88 Fraud Analysis Case Records	Retain in office for one (1) year after closure
	This series contains records pertaining to investigations in the Medical Assistance and Pharmacy Assistance Programs which address fraud and/or misuse. Each individual file contains documentation of the adjudication of the allegations or complaints concerning potential fraud or misuse.	and until all audit requirements have been fulfilled, then send to the State Records Center for four (4) years, then destroy.
2.	Managed Care Records	
	This series contains records of determination of misutilization of Medical and Pharmacy Assistance benefits by program recipients and of decisions made regarding enrolling recipients in the Corrective Managed Care Program. This series also contains records of voluntary enrollments in the Diabetes Care and Hospice Care Programs.	Retain in office for one (1) year after closure and until all audit requirements have been fulfilled, then send to the State Records Center for four (4) years, then destroy.
3.	Systems Performance Review Records	
	This series contains Corrective Managed Care Records targeted for federal review. These records contain misutilization determination of Medical and Pharmacy Assistance benefits by program recipients and of decisions made regarding enrolling recipients in a managed care program.	Retain in office for two (2) years and until all audit requirements have been fulfilled, then send to the State Records Center for two (2) years, then
4.	General Files	destroy.
	These files contain various categories of data: A. The general file contains various categories of data required for information purposes, preparation of statistics and budget formulation. It also includes general correspondence, reports, budgets, etc. B. This series also contains records on program develop ment and policy formulation and records regarding the Quality Assurance Program, HIV Case Management, Child Abuse Liaison, Surveillance and Utilization Review Subsystem, Drug Utilization/Diversion Review and any other program specific file which may be created but not classifiable under #1-3.	three (3) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative Schedule Authorized by Hall of Records Commission

Signature

Glenn W. Kendall
CHIEF, DIVISION OF YTILIZATION AND
ELIGIBILITY REVIEW

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF G	EVERAL BERVICES MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 888-1)	7271 WATE P.O. B Jessup, Mar		PAGE 1 OF 4	
DEFARIMENT/AGENCY Dept. of Health & Mental Hygiene]0	view	3. UNIT Fraud Analysis	
DEFINIT; CN-RECORD SERIES -A GROUP	OF RELATED RECOR	DE NORMALLY FILED	AND USED AS A UNIT POR	
4. RECORD SERIES TITLE Fraud Analysis Case Records	•		8. EARLIEST YEAR/LATEST YEAR 1986 TO 1991	
e Recenu Senies Deservirion			ATION/DOCUMENTS/FORMS POUND	
This series contains records pertaining to investigations in the Medical Assistance and Pharmacy Assistance Programs which address fraud and/or misuse. Each individual file contains documentation of the adjudication of the allegations or complains concerning potential fraud or misuse.				
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15. ACCESS RESTRICTIONS DYES		16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (IF YEE.EXPLAIN IRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) A YES D NO A card index file located in section and a casetracking system on the NBI word-processor are used.		Retain in office for one (1) year after closure and until all audit requirements have been fulfilled, then send to State Records		
NAME AND TITLE OF PREPARER	20. TELEPHONE N	LAGER	II. DATE	
Patricia J. Mailhot 225-1695 Administrative Officer II			7/1/91	
DGS 550-4 (REVISED 2/+7)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR			AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	7271 WATEL	• '		
(DGS \$80-1)	P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE _2 OF _4	
i. DEFARIMENT/AGENCY of Health & Mental Hygiene	2. DIVISION Division of Utilization and Eligibility Review		MANAGED CARE	
DEFINIT: CN-RECORD SERIES -A GROUP	OF MELATED RECORD	DE NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Managed Care Records	•		V. EARLIEST YEAR/LATEST YEAR 1988 TO 1991	
This series contains records of determinations of misutilization of Medical and Pharmacy Assistance benefits by program recipients and of decisions made regarding enrolling recipients in the Corrective Managed Care Program. This series contains records of voluntary enrollments in the Diabetes Care and Hospice Care Programs.				
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7. RECORD SERIES FORMAT(S)	S. RECORD SERIES	8 SEQUENCE	a. VOLUME	
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201 W. Preston Street, Room 299		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY ON OFFICE) D YES & NO		
15. ACCESS RESTRICTIONS DYES & NO (IP YES, CITE LAB(S) & REGULATION(S).		16. AUDIT REQUIREMENTS D NONE D STATE & FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF		Retain in office for one (1) year after closure and until all requirements have been fulfilled, then send to the State		
M YES D NO	•			
IBM/PC		Records Center for four (4) years, then		
DBase III+		destroy.		
NAME AND TITLE OF PREPARER	20. TELEPHONE N	* 1	21. DATE	
Administrative Officer II		5 .	7/1/91.	
DGS \$50-4 (REVISED 1/47)		7	•	

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE [DGS 888-1]	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7178 WATERLOO ROAD P.O. BOX 178 JESSUP, MARYLAND 10784		AGENCY RECORDS INVENTURY	
Dept of Health & Mental Hygiene		iew	3. UNIT Administration	
DEFINIT: CN-RECORD SERIES - A GROUP	OF RELATED RECORD	DE NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Systems Performance Review Records			8. EARLIEST YEAR/LATEST YEAR 1988 to 1991	
6. RECORD SERIES DESCRIPTION (MAINFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS POUND THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES)				
This series contains Corrective Managed Care Records targeted for federal review. These records contain misutilization determinations of Medical and Pharmacy Assistance benefits by program recipients and of decisions made regarding enrolling recipients in a managed care program.				
7. RECORD SERIES FORMAT(S) A LETTER SIZE D MICHOFILM D LEGAL SIZE D COMPUTER TAPE SOUND BOOK D FLOPPY DISK	8. RECORD BERIES SEQUENCE D ALPHABETICAL B HAMERICAL D CHRONOLOGICAL		9. VOLUME Description of the property of the	
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17. IS AN INDEX SYSTEM USED? [IF YES.EXPLAIN ERIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE] MYES D NO IBM/PC, DBase III+		Retain in office for two (2) years and until all audit requirements have been fulfilled, then send to the State Records Center for two (2) years, then destroy.		
Patricia J. Mailhot 225-1695 Administrative Officer II		1.7	11. BATE 7/1/41	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE [DGS 110-1]	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20784		AGENCY RECORDS INVENTURY	
Dept. of Health & Mental Hygiene	2. DIVISION Division of Utilization and Fligibility Review		3. UNIT Administration	
DEFINITE CN-RECORD SERIES A GROUP	OF RELATED RECORD	DE NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE General Files	•	·	W. EARLIEST YEAR/LATEST YEAR 1988 TO 1991	
B. RELUMU SERIES DESCRIPTION I	INFLY DESCRIBE THE		ATION/DOCUMENTS/FORMS POUND NPOSE OR FUNCTION OF THE SERIES)	
The general file contains various categories of data required for information purposes, preparation of statistics and budget formulation. It also includes general correspondence, reports, budgets, records on program development and policy formulation. This series also includes all records regarding the Quality Assurance Program, HIV Case Management, Child Abuse Liaison, Surveillance and Utilization Review Subsystem, Drug Utilization/ Diversion Review and any othr program-specific file which may be created but not classifiable under #1-3.				
7. RECORD SERIES FORMAT(S)	s. RECORD SERIES	8 SEQUENCE	s. VOLUME	
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17. IS AN INDEX SYSTEM USED? (IF SRIKELY AND DESCRIBE ANY HAD DESCRIBE AND NO.		Retain permanently all records pertaining to program development and policy formulation. Retain all other material for three (3) years, then destroy.		
NAME AND TITLE OF PREPARER	20. TELEPHONE N	UMOSER .	11. DATE	
Patricia J. Mailhot Administrative Officer II	. 225–1695		7/1/91.	
DGS 550-4 (REVISED 2/47)				